

*FEDERAL CORRECTIONAL
INSTITUTION*

*LORETTO,
PENNSYLVANIA*

*INMATE
ADMISSION
&
ORIENTATION
HANDBOOK*

OCTOBER, 2008

INTRODUCTION

INMATE ADMISSION & ORIENTATION HANDBOOK

FEDERAL CORRECTIONAL INSTITUTION

Loretto, Pennsylvania

October, 2008

The intent of this handbook is to provide all incoming inmates, to include transfers from other institutions, with a general overview of FCI Loretto. In the pages that follow, you will learn about the daily routine at the facility; the various programs and services available; the disciplinary process; and your rights and responsibilities. Shortly after your arrival, you will also be required to participate in a one day Admissions & Orientation Program. Hopefully both will help you with your initial adjustment to institution life here at FCI Loretto.

GENERAL INFORMATION

LOCATION / EMERGENCY TELEPHONE NUMBERS

FCI Loretto is located one mile outside of Loretto, Pennsylvania; 20 miles West of Altoona; 30 miles East of Johnstown and 90 miles East of Pittsburgh. It is a low security facility that houses primarily low and minimum security inmates. Located adjacent to the main facility is a minimum security satellite camp. The mailing address and main telephone number are as follows:

Federal Correctional Institution-Loretto
Post Office Box 1000
Loretto, Pennsylvania 15940-1000
Telephone Number: (814) 472-4140

For MAPQUEST searched:
(Family and friends looking for directions to the institution should use the following address):

772 St Joseph Street
Loretto, Pennsylvania 15940

INTAKE SCREENING

All incoming inmates will be screened (interviewed) by staff from the following disciplines:

Case Management

Health Services

Psychology Services

Case Management staff will review your file documentation; provide you with a copy of the Inmate A&O Handbook; and go over the telephone and visiting procedures.

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Health and Psychology Services staff will talk to you about any medical or mental health conditions you might have, to include any current medications you are taking.

<i>CLOTHING ISSUE</i>

Upon arrival, you will be issued one set of clothing, bed linens, and a personal hygiene kit. Additional clothing items will normally be issued the next working day.

You will be issued green pants, shirts and a jacket if you are assigned to the low security prison or khaki pants, shirts and a jacket if you are assigned to the camp. Each article of clothing will bear labels with your respective name and register number. IN the event that you lose a label, it is your responsibility to request a replacement from the Laundry Foreman. You will be issued t-shirts, underwear, socks, and work shoes. Food Service workers will receive a set of white clothes (uniform) to wear when on the job. The whites are not to be worn during off hours.

Additional clothing will be issues/exchanged in accordance with Institution Supplement 4500-Clothing Issue and Exchange/Laundry Operations.

As outlined in the Grooming/Dress Code Institution Supplement, you are to wear your uniform during the workday. You are expected to be properly dressed at all times while walking about the institution.

- Shirts are to be tucked in and buttoned (only the top shirt button may remain open).
- Pants are to be worn at the waistline and with a belt.
- All name labels are to be legible and properly affixed to clothing.
- Coats must remain unzipped in the Dining Hall.
- All head wear, except religious items, must be removed when inside. Mats are permitted while on your work detail or when you are outside.
- House shoes are not to be worn outside the housing unit.
- You must be fully clothed when leaving your room (shirt, pants or bathrobe).
- Underwear or pajamas must be worn while sleeping.
- You must carry you ID with you at all times.

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<i>DAILY SCHEDULE</i>

5:30am	Lights on/wake-up.
6:00am	Breakfast/Unit Officer releases inmates from the housing unit.
6:30am	Sick Call
7:30am	Work Call
9:50am	Recall on weekends and holidays only.
10:00am	Stand up count on weekends and holidays only.
10:30am	Recall-all inmates, with the exception of those assigned to a work crew, are to return to their respective housing units. All corridors will be cleared.
10:45am	Lunch. All housing units and work details will be called to the Dining Hall on a staggered basis.
3:30pm	Release from work details.
4:15pm	Stand up count.
4:30pm	Supper (after count clears)
9:00pm	Recall-Gymnasium, main hallway and laundry room closed.
9:30pm	Count
11:00pm	Corridor lights dimmed. Desk lights are to be turned off by 11:50pm
11:30pm	Housing units secured.

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Saturday, Sunday and Federal Holidays:

Meals:

7:00am Coffee Hour

10:30am Brunch

4:30pm Supper

<i>ADMISSION & ORIENTATION</i>

The Admission & Orientation (A&O) Program at FCI Loretto is divided into two phases (**Participation is mandatory**):

Phase One (Institution Orientation): Within the first few weeks after your arrival your name will be placed on a "Callout" **** (See Below) **** to report to the Chapel. On the assigned day, you will listen to a series of presentations by FCI Loretto's Executive Staff and Department Heads. You will receive more detailed information relative to the programs and services available at this institution. You will also have the opportunity to ask relevant questions.

Phase Two (Unit Orientation): Your Unit Team will meet with you individually to go over rules and regulations specific to your housing unit, to include their expectations regarding the upkeep and sanitation of your living area. Your unit's rules and regulations will be posted on the inmate bulletin board in your respective housing unit.

Unless medically unassigned, you will work as an orderly in the housing unit. Once you have completed the A&O Program, you will be assigned to your permanent work detail.

****CALLOUTS:** If you have been scheduled for an appointment (e.g., medical, dental, unit team meeting, and/or other activity), your name will appear on the callout list the day before. Callouts are posted after 4:00pm in each of the housing units. It is **YOUR RESPONSIBILITY** to check the callout list on a daily basis and to notify your work detail supervisor of your callout appointment. All scheduled appointments must be kept. Failure to show up for an appointment may result in disciplinary action.

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<i>UNIT TEAMS</i>

You will be assigned to a specific housing unit and Unit Team. Members of your Unit Team will monitor your institutional adjustment, program participation and overall progress. They will also assist you with release planning. Each Unit team will be comprised of the following institution staff: a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary.

UNIT MANAGER: The unit manager is responsible for monitoring the housing units overall operations, to include supervision of the Case Manager, Correctional Counselor, Unit Secretary and Unit Officer. He or she will serve as the “Chairperson” for your periodic “team” reviews and may also serve as a member of the Unit Disciplinary Committee (UDC).

CASE MANAGER: The Case Manager will typically generate all required documentation relating to your confinement at FCI Loretto, to include: classification materials, progress reports and release preparation paperwork. He or she will normally serve as a member of the UDC.

CORRECTIONAL COUNSELOR: Your Correctional Counselor can assist you with any questions or concerns you might have relative to your court ordered financial obligations, visiting or telephone lists, bed assignments, general institution adjustment, or other unit related issues. He or she will also conduct UDC’s.

UNIT SECRETARY: The Unit Secretary performs clerical and administrative duties.

UNIT OFFICER: The Unit Officers have the direct responsibility for the day-to-day supervision on inmates and the enforcement of rules and regulations. Their primary role is to insure the safety, security and sanitation of the housing unit.

<i>WORK ASSIGNMENTS</i>

Every inmate is expected to work unless medically unassigned. Many job assignments provide monetary compensation through a Performance Pay System. Inmates assigned to Federal Prison Industries (UNICOR) will be compensated under a separate pay scale. You will receive work performance evaluations from your work detail supervisor and you are expected to earn your pay.

ONLY UNIT STAFF CAN APPROVE A JOB CHANGE.

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****CHANGE SHEETS: You will be notified of any subsequent changes to your job assignment either by your Counselor and/or the posted Change Sheets.**

<i>PERFORMANCE PAY / WORK EVALUATIONS</i>
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Your work detail supervisor will go over your position description with you and ask you to sign and date it. Each position (job) description will clearly state your duties and responsibilities. A Grade Level (1-4) will be associated with each position (UNICOR 1-5). Grade Level 1 positions usually require a higher skill level and greater responsibility; less for grades 2 through 4.

Performance pay is based on hours of successfully completed work during each month. The work month begins on the first of each month and runs through the last day of the month. Performance pay is generally posted by the 10th of the following month. If sufficient funds are available, bonuses and special awards are considered for those who demonstrate extra initiative during any given month.

<i>SANITATION</i>

Once you are assigned to a living area, you should immediately check for and report any property damage (bed, locker, etc.) to the Unit Officer or Correctional Counselor. Otherwise, you may be held financially liable for any property damage noted in your area.

You are responsible for making your bed in accordance with the specified regulations prior to work call and on weekends and holidays. Staff will inspect all inmate rooms and common areas on a daily basis.

Beds must be made by 7:30am, Monday through Friday, regardless of your work schedule or days off. On weekends and holidays, your bed must be made as soon as you get up.

During the day you may sleep on top of your bed (a blanket for cover is acceptable). Clothes are to be stored neatly in the locker (not on the ends of bedposts). Each inmate is responsible for sweeping and mopping his own personal living area prior to going to work. Lockers must be neatly arranged and kept clean. Nothing is to be taped or nailed to the walls or unit furnishings. Cardboard boxes may not be used to store personal property. Sheets/blankets/towels are not to be used to construct privacy curtains.

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Windows should likewise never be covered. Flattened cardboard boxes are also not permitted in your living area, to include under your mattress.

LAUNDRY

Inmates may use the washers and dryers located off the South breeze way to launder personal clothing. Hours of operation are 6:00am to 9:00pm. The washers and dryers in the Central Unit are strictly for use by inmates assigned to that housing unit. Use of any type of soap, other than laundry soap purchased from the Commissary, is prohibited. BLEACH IS STRICTLY PROHIBITED.

Inmates are encouraged to use the institution laundry for government-issued clothing. Clothing exchange and institution laundry hours will be posted on the inmate bulletin boards and in the Laundry off the main corridor.

You may exchange your pillow sheets and pillow cases in the Laundry (one-for-one basis) during normal clothing issue hours. Towels are not to be used as cleaning rags or rugs.

GROOMING

It is your responsibility to maintain good personal hygiene. Showers may be utilized in the housing units up until 11:50pm daily. Toothpaste, toothbrushes, shaving cream, razors, toilet paper, and soap are available in the housing units and issued by the Unit Officer. Inmates may purchase name brand items through the Commissary.

PERSONAL PROPERTY

PERSONAL PROPERTY / STORAGE LIMITS: Personal and government-issued property will be limited to those items which can be stored neatly and safely in your personal locker or on your closet shelves (if applicable). DO NOT BECOME A PACKRAT!

PERSONAL PROPERTY LIMITS: For a complete list of authorized personal property, see Program Statement 5580-Inmate Personal Property or Institution Supplement 5580. Unauthorized items must either be mailed out at your expense or disposed of as contraband. Questions concerning this policy should be directed to your Unit Team.

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Legal reference materials must not exceed three cubic feet and be stored either in your locker or under your bunk (cardboard boxes are not permitted).

COMMISSARY ITEMS: The value of accumulated commissary items may not exceed established limits.

LETTERS, BOOKS, PHOTOGRAPHS, NEWSPAPERS AND MAGAZINES: The number of magazines, newspapers and books permitted is limited by policy. Any excess materials must be mailed home at your expense or thrown away.

Pin-ups may not be openly displayed outside your locker.

LEISURE TIME EQUIPMENT: A limited amount of sports equipment may be maintained in the Housing Unit as long as it conforms to the guidelines outlined in Program Statement 5580-Inmate Personal Property, and can be neatly and safely stored in the designated area.

JEWELRY: You may wear a plain wedding band (without stones) and a religious medal (without stones). Each must have a value of less than \$100. You may not wear your religious medal outside of your shirt, except within the confines of the Chapel.

Watches are also permissible, provided the value again, does not exceed \$100.

TELEVISION VIEWING HOURS

Unit televisions may remain on from 6:00am until 11:50pm. Viewing of special events (e.g., the World Series, Super Bowl, etc) which go beyond 11:50pm will require prior approval from the Captain. Disruptive conduct, damage to equipment, poor sanitation and/or excessive noise in any of the common television viewing areas may result in the termination of said privileges.

TELEPHONES

Local, long distance, international and collect calls may be placed using the inmate telephones located in your respective housing unit. Credit card calls are not permitted. **Third party calls are strictly prohibited**, to include passing the telephone to another inmate during your conversation or having the individual on the other end of the

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call place a cell phone to the receiver to include a third person. **INMATE CALLS ARE MONITORED.**

To add or delete individual telephone numbers to your approved phone list, you must request a BP-505-Telephone Number Request Form, from a member of your Unit Team. The completed form must be returned to your Counselor in order to be processed. You will be permitted to make changes to your telephone list once per calendar month.

All telephones will be disabled between the hours of 11:30pm and 6:00am. Inmates found using the telephones while they are supposed to be at work or during “count” will be subject to disciplinary action.

In the event of a family crisis or emergency, you may contact either a member of your Unit Team or the Chaplain to request a special telephone call. The event necessitating the telephone call must be verified. All general and emergency telephone calls are subject to monitoring and recording.

Unmonitored, unrecorded telephone calls to attorneys can be arranged through your Unit Team. In order to receive an attorney call, your legal counsel must contact a member of your Unit Team in advance.

Telephones are not to be used to conduct business.

VISITING

Visiting hours at the FCI and FPC are from 8:15am until 2:15pm, Friday through Sunday, and on Federal holidays. You are permitted eight visiting points per month. You will be assessed two points for visits occurring on any one of the referenced visiting days. **SPECIAL NOTE:** Your visitors may be subject to a random pat search.

Initially, only verified members of your immediate family will be permitted to visit. If you wish to place additional friends and/or relatives on your list, you will need to submit a copout to your Counselor. Once approved, it is YOUR RESPONSIBILITY to let your visitors know that they have been placed on your approved visiting list. It is also incumbent upon you to explain the visiting rules and regulations to your respective family and/or friends. Anyone attempting to visit, prior to being officially approved, will

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be turned away. Falsification of any portion of the visiting questionnaire, by a potential visitor, will automatically result in the visiting request being denied.

If you have transferred from another institution, your visitors will not be authorized to visit until your Counselor has had the opportunity to review the accuracy of the visiting list.

You will be permitted to kiss and embrace your visitor(s) upon arrival and departure. Handholding during the visit itself is also acceptable. Proper decorum, however, must be maintained at all times. Any excessive display of affection may be grounds for termination of the visit and may also result in disciplinary action.

You may wear your wedding band and/or religious medal into the Visiting Room. You may also carry a comb and a handkerchief. Taking food or medication(s) into the Visiting Room is strictly prohibited.

VISITOR IDENTIFICATION: All visitors will be required to present a current photo ID when checking in (e.g., a Valid State Driver's License or State ID Card). Visitors without proper identification will not be permitted to visit. The identification card must bear the full name and signature of the individual wishing to visit.

Visitors will be required to pass through a metal detector. All visitors' purses, attorneys' briefcases, etc., may also be subject to search. Purses must be transparent/clear. All other personal articles must be returned to the visitors' car.

Children under 16 year must be accompanied by an adult. Again, it is YOUR RESPONSIBILITY to monitor your child's behavior. Children will not be permitted to run around, become loud, or otherwise engage in any activity that would disrupt the orderly operation of the visiting room and/or disturb other visitors.

All visitors 16 years and older must adhere to the following dress code. Casual attire is permissible; however, absolutely no suggestive or revealing clothing is permitted. Visits wearing any of the following clothing items will not be authorized to visit: hot pants, tight fitting pants (to include stretch pants unless worn with an oversized shirt), skirts that fall above the knee, swim suits, tank tops, lace shirts/shorts or lace pants, see-through blouses (unless worn with a camisole), sleeveless shirts, crop tops, grey work out clothing, and/or shirts/dresses with open backs. Sandals and open toe shoes are also prohibited.

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A visitor may not enter the institution without clearing the metal detector. If a visitor has a medical reason for not clearing the metal detector (e.g., hip or knee replacement, pacemaker, etc.) it is the responsibility of the visitor to provide medical documentation of this condition, prior to entering the institution. If documentation is provided, the visitors will be screened using the hand held metal detector.

Visitors are allowed to bring in money (not to exceed \$30) to purchase food items from the vending machines; a reasonable number of diapers; other infant care items and sanitary napkins.

You will not be permitted to accept money or any other article(s) from your visitor(s) during the course of your visit.

Failure to comply with the established regulations may result in a delay or termination of your visit. Visitors are expected to be courteous and respectful to both institution staff and other inmate visitors.

Visitors are not permitted to loiter in the institution parking lot, nor converse with inmates at the camp who may be in the general vicinity.

LEGAL VISITS: Legal visits by your attorney are not considered to be a social visit and, therefore, are not counted against your monthly visiting limit. All legal visits must be approved in advance by the Unit Team. Legal visits should be scheduled during regular visiting hours. A secluded area of the Visiting Room will be made available to ensure attorney/client confidentiality.

SPECIAL VISITS: "Special" visits, to include visits with clergy, potential employers, investigators, parole representatives, and/or other individuals not appearing on your approved visiting list, must be approved in advance by your Unit Manager and be conducted during regular visiting hours.

CONSULAR VISITS: Non-U.S. citizen inmates may wish to meet with a representative from their respective Consulate. To initiate such a request, have the embassy forward a written request to the Warden.

<i>SMOKING</i>

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SMOKING IS NOT PERMITTED. Any inmate caught smoking with tobacco products and/or other associated items (lighters, etc) will receive an incident report. Visitors are not permitted to bring any type of tobacco products into the visiting room.

UNIT MANAGEMENT

INITIAL CLASSIFICATION / PROGRAM REVIEWS

You will be scheduled for an *Initial Classification* meeting with members of your team shortly after your arrival. This will afford them the opportunity to become familiar with your case and to help you establish short and long range programming goals.

You will be scheduled for subsequent *Program Reviews* every 90 to 180 days. A memo will be posted by the Case Manager each week on the inmate bulletin board, identifying which inmates are coming up for review. You will meet with the various members of your team to discuss your on-going progress, to include: program participation, work performance, Financial Responsibility Program (FRP) status, custody level, release planning efforts, and overall institutional adjustment. Inmates who meet the established furlough criteria may submit a request for furlough consideration to unit staff at this time.

Your first *Custody Review* will be conducted within six months of your arrival and then every 12 months thereafter, to coincide with your scheduled *Program Reviews*. Inmates with "IN" custody are not permitted outside the institution without an escort. In order to participate in any community based activities, to include furloughs, you must

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have “COMMUNITY CUSTODY”. Inmates who transfer in from another institution will be reviewed during their initial *Program Review*.

RESIDENTIAL RE-ENTRY CENTERS (RRC)

Inmates nearing the completion of their sentence will typically be considered for release through an RRC to assist them with their transition back into the community. The duration of RRC placement is normally based on a number of factors to include: length of incarceration, available community resources (i.e., residence, job prospects, finances), and available bed space. Recommended RRC placement will not ordinarily exceed 180 days.

COMMUNICATIONS

BULLETIN BOARDS: Inmate bulletin boards are located in each housing unit, outside the Chapel, near the entrance to Food Service, and in the main corridor. You are expected to review the inmate bulletin boards DAILY for pertinent information.

TOWN HALL MEETINGS: Attendance at town hall meetings is **MANDATORY**. Unit Staff will use town hall meetings to keep inmates informed regarding policy changes and/or to discuss housing unit issues. Inmates will ordinarily be afforded an opportunity to ask questions relevant to the inmate population as a whole. Personal questions or problems should be addressed on a one on one basis with a member of your Unit Team at a later time.

COP-OUTS: The Bureau form BP-70, commonly referred to as a “cop-out”, may be used to request an appointment or to ask for staff assistance in resolving a matter. “Cop-out” forms can be obtained through your Correctional Counselor. Completed forms should be placed in the inmate mailbox for routing to the appropriate staff member.

MAIN LINE: Both Executive Staff and the Department Heads regularly stand mainline at the middle meal and you are encouraged to bring legitimate concerns to their attention.

FINANCIAL RESPONSIBILITY PROGRAM (FRP)

The Financial Responsibility Program (FRP) will be explained to you in depth at your Initial Classification meeting. You will be required to make regular payments toward any court ordered assessments imposed in your case. These obligations may

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include: special assessments imposed under 18 USC 3013, court-ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the federal government, and/or any other court-ordered obligations (e.g., child support, alimony, other judgments). Your Unit Team will work with you to establish a mutually agreeable financial payment plan and it is expected that you will make every effort possible to reduce your financial obligations.

A review of your financial status will be conducted during each subsequent Program Review. It is your responsibility, however, to notify unit staff of any changes to your financial standing that might impact your ability to make the requisite payments (e.g., increased job earnings, outside sale of property, etc.) When community resources are used to make payments toward your financial obligations, you will need to provide a copy of each payment receipt to your Counselor.

It is important to note that refusal to participate in the FRP will automatically preclude you from working in UNICOR and may also be taken into consideration by staff when reviewing your eligibility for community activities and/or other institution programs. Additionally, inmates with an outstanding balance will not be allowed to spend more than \$25.00 monthly in the Commissary (excluding stamps, telephone credits and certain religious items) if they are in FRP REFUSE status.

Priority placement in UNICOR will be given to those inmates with financial obligations over \$1,000. Per policy, at least 50% of all UNICOR earnings must be applied toward the balance of one's financial obligations.

RELEASE OF INFORMATION

PRIVACY ACT OF 1974: The Privacy Act of 1974 precludes the release of information from agency records without the expressed written consent of the individuals to whom the record pertains. For additional information, reference Program Statement 1315, Legal Activities-Inmate, available in the Law Library.

INMATE ACCESS TO CENTRAL FILES: You may request to review the disclosable portions of your central file, in accordance with locally established procedures. Contact your Counselor by "Cop-out" to arrange to review your central file.

INMATE ACCESS TO OTHER DOCUMENTS: You can request access to the "Non-Disclosable Documents" in your central and/or medical files, or other documents not included in either file by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons. Such a request must briefly describe the nature of the

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records requested and the approximate dates covered by the record. You must also provide your register number and date of birth for identification purposes.

Federal Bureau of Prisons

320 First Street, NW

Washington, DC 20534

ATT: FOIA/PA Administrator

ADMINISTRATIVE REMEDY PROCESS

The purpose of the Administrative Remedy Program is to allow an opportunity to seek formal review of any issue(s) relating to his/her confinement. An inmate may not submit an Administrative Remedy on behalf of another inmate.

(Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act requests and complaints on behalf of other inmates are not accepted under the Administrative Remedy Process. Any request involving monetary reimbursement must be files as an Administrative Tort Claim process).

HOW THE ADMINISTRATIVE REMEDY PROCESS WORKS:

Informal Resolution: The first step is to request an Administrative Remedy Informal Resolution Form (BP-8.5) from your Counselor. Briefly state your

complaint on the form and return it to a member of your Unit Team. Staff will respond to your complaint and you will have an opportunity to either accept or reject the proposed resolution. If you are not satisfied with the response, you may request a Request for Administrative Remedy Form (BP-9) from your Counselor.

Initial Filing: The deadline for completion of the informal resolution process and submission of a formal written Request for remedy is 20 calendar days from the date of the incident.

Administrative Remedy Level (Required Forms)	Filing Requirements	Written Response	Extensions
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Institution Administrative Remedy (BP-9)	Must be filed within <u>20</u> calendar days from the date on which the basis of the incident or complaint occurred.	Institution staff has <u>20</u> calendar days to act on the complaint and to provide a written response.	Response may be extended for an additional <u>20</u> calendar days for just cause; inmate will be notified of delay.
Regional Administrative Remedy (BP-10)	Must be received by the Regional Office within <u>20</u> calendar days from the date of the BP-9 response. Must attach a copy of the BP-8.5 and BP-9 responses.	Regional staff has <u>30</u> calendar days to respond.	May be extended for an additional <u>30</u> calendar days; inmate will be notified of delay.
Central Office Administrative Remedy (BP-11)	Must be filed within <u>30</u> days from the date of the BP-10 response. Must include a copy of the BP-8.5, bp-9, and BP-10 responses.	Central Office staff has <u>40</u> calendar days to respond.	May be extended for an additional <u>20</u> calendar days; inmate will be notified of delay.

SENSITIVE COMPLAINTS: If you believe your complaint is of such a sensitive nature that knowledge of it by the institution would jeopardize your safety and/or well-being, you may submit your complaint directly to the appropriate Regional Director. The Administrative Remedy must clearly be marked “Sensitive” and you must explain in writing, the reason for not filing the complaint at the institution level.

If the Regional Administrative Remedy Coordinator determines that the issue is not “sensitive” you will be notified accordingly. Your paperwork will not be returned to you. If you wish to pursue your complaint, you may do so at the local level.

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INMATE SERVICES

HEALTH SERVICES

The following medical services are available at FCI Loretto; sick call/pill line; routine treatment; emergency treatment; and follow-up care through the Chronic Care Clinic.

You will be assigned to a specific Primary Care Provider (PCP) based upon the 4th and 5th digits of your register number (00000-000). For a current PCP listing, check

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the inmate bulletin board(s) within your housing unit. The same memo has been posted in the Health Services Department.

To request a medical evaluation (non-emergency), submit a “cop-out” to your respective PCP. If your condition requires more immediate attention, you may sign up for sick call to be triaged (screened). Only emergent medical problems will be evaluated the day you sign up; however, all non-emergent matters will be referred to your PCP for future placement on call-out.

Prior to signing up for sick call, you must complete an “FCI Loretto Inmate Sick Call Sign-Up Sheet.” The form is available from the Unit Officer or from Health Services staff. You must bring the form with you to sick call.

SICK CALL:

- Routine sick call sign up is held Monday, Tuesday, Thursday, and Friday in the Health Services Department between the hours of 6:30am and 7:00am, at the FCI and between the hours of 6:15am and 6:30am at the Camp. If a holiday occurs during the week, then sick call will be held on Wednesday. Emergency visits to the Health Services Department will be by appointment only, after the Detail Supervisor, Unit Officer, or other staff member notifies a healthcare staff member.

PHARMACY:

- There is a pill line held in the Health Services Department seven (7) days a week between the hours of 7:30am to 7:45am; 11:30am to Noon; and from 8:30pm to 8:45pm at the FCI. Prescription refill requests should be turned in at the 7:30am to 7:45am pill line.
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- At the Camp, the time frames are from 6:15am to 6:30am; 3:00pm to 3:15pm; and from 8:00pm to 8:15pm. Prescription refill requests should be turned in at the 3:00pm to 3:15pm, pill line at the Camp.
 - Inmates in the Special Housing Unit are provided their medications in seven (7) day supply.
 - Over-the-Counter (OTC) medications are available for sale through the Commissary.

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DENTAL:

- Requests for dental treatment will be processed in the order that they are submitted (date on your cop-out). If you require emergency dental care, you need to show up for the next regularly scheduled sick call.

EYEGLASSES:

- Requests for eye examinations for glasses must be screened through your PCP. Glasses, if needed, will be prescribed by a contract Optometrist and ordered without cost to the inmate. Delivery normally takes between four to six weeks. An inmate may choose to have an Optometrist of their choice fabricate the glasses; however, this will be at the expense of the inmate.

PHYSICAL EXAMINATIONS:

- All inmates receive a medical examination upon commitment to the Federal Bureau of Prisons. You are eligible for subsequent evaluations on a periodic basis. To request a medical evaluation, forward a "cop-out" to your respective PCP. These examinations will fall under what is considered "Age-Specific Preventive Health Examinations" (information will be periodically posted in Health Services addressing preventive health issues).
- If you are being released from custody, you may request (via a "cop-out" to your PCP) a medical evaluation, provided that you have not had one within one year prior to your projected release date. This examination will usually occur within two (2) months of release.

SMOKING CESSATION:

- The institution has developed a Smoking Cessation Program that will assist inmates who are interested in stopping smoking. This program provides information on nutrition, lifestyle modification changes, to include exercise, stress management and weight loss. The purchase of Nicotine Replacement Therapy
-
- (NRT) through the Commissary must be authorized by the Health Services Department. To do so, you must forward a request, in writing, to your PCP who will conduct a medical evaluation and collect clinically pertinent information prior to approving NRT. Once approved for either a six (6) week or ten (10) week program, NRT patches can then be purchased through the Commissary.

INMATE GRIEVANCES:

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- Should any inmate have a grievance against the Health Services department, it is expected that the chain of command will be followed. This involves your healthcare concerns with your Primary Care provider and/or the Clinical Director. You may submit an Inmate Request to Staff, to either the Clinical Director to discuss your healthcare concerns and/or to request a medical examination; or you may speak to the Health Services Administrator during open house/mainline. You also may submit an Inmate Request to Staff to the Health Services Administrator for a written response.
- If you feel that your concern and/or grievance have not been adequately addressed, you may also file an appeal via the Administrative Remedy Process.

GENERAL INFORMATION:

The Health Services corridor is off limits, OUT OF BOUNDS, to all inmates unless you are signing up for sick call, are on a call-out for a scheduled appointment, attending pill line, or if a bona fide emergency exists. Proper institution attire is required at all times other than an emergency situation.

Medical coverage on evenings, weekends and holidays is for the treatment of acute medical problems only.

The Health Services staff will review all inmate medical records to ensure that each inmate receives updated immunizations, to include: Tetanus Immunizations; Hepatitis A&B Immunizations (dependent upon exposure risks and current medical diagnosis.); Pneumococcal Immunizations (based upon clinical need); Influenza Vaccination on an annual basis (dependent upon clinical indications and availability of supply); Mumps Vaccination and Varicella Immunization; or any other immunization deemed clinically necessary.

INMATE COPAYMENT PROGRAM:

In an effort to ensure that health care services are appropriately utilized, the Bureau of Prisons has mandated a Co-pay Program. Inmates will pay a \$2.00 fee for each health care visit that is requested by the inmate (or referred to Health Services by non-

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clinical staff at the inmate's request). This includes daily sick call requests, after-hour requests to see a health care provider, non-emergencies, and injuries (including injuries to other inmates if you are found responsible through the Disciplinary Hearing Process to have injured an inmate, who, as a result of the injury, requires a health care visit). The Co-pay Program also includes inmates that are housed in the Special Housing Unit.

Inmates will not be charged a fee for health care services based on medical staff referrals, medical staff-approved follow-up treatment for a chronic condition, preventive health, bona fide emergencies, diagnosis and treatment of chronic infectious diseases, mental health care or substance abuse treatment.

HEALTH EDUCATION & INFECTIOUS DISEASES:

Health Education on Infectious Diseases will be provided during the A&O Lecture. General topics of discussion on Infectious Diseases will include the showing of the HIV Video and Handouts, as well as discussion on:

HIV Testing: The first test done is the ELISA. If the test is positive, a WESTERN BLOT test will be performed as this is a more accurate test.. If this is positive, then it shows HIV antibodies within the body. The inmate will be followed monthly on the clinic and laboratory tests will be drawn as indicated. A positive result is confidential and only the Health Services Department and Psychology Department will be aware of the result. Medications provided for HIV inmates are only those medications that have been approved by the FDA. As clinically recommended, no experimental medications can be used. High risk behaviors include IVDA, increased sexual contacts, homosexual contact and blood transfusions over the past fifteen (15) years. If someone is considered high risk, then testing should be performed.

Hepatitis Testing: Hepatitis testing is only done when medically indicated either through an exposure activity or diagnostic purposes. High risk behaviors include IVDA, increased sexual contacts, homosexual contact and blood transfusions over the past ten (10) or greater years.

Tuberculosis Testing: a mantoux PPD test is completed annually on all inmates who have previously tested negative. This is to prevent the outbreak of a TB epidemic. Anyone who has an initial positive reaction

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will receive and x-ray. If the individual has active tuberculosis, the patient will be transported to a facility where they can be medically isolated for the initial treatment period. If the individual has an initial positive reaction and the x-ray shows no active tuberculosis, the patient will be offered prophylactic medication. This medication regimen is for nine (9) months (or up to twelve (12) months, depending upon the clinical indication). The medication will be administered on Tuesdays and Fridays, during the Noon pill line in the Health Services Department. It is essential that anyone started on the treatment continue the treatment so that they do not build up immunity to the medication and later develop tuberculosis.

PSYCHOLOGY SERVICES

The Psychology Services Department provides services to inmates identified as suffering from diagnostic mental health disorders and offers courses for all inmates relating to drug abuse, family concerns, and personal development. A current listing of available programs will be discussed during your Admission & Orientation lecture by the Psychology Department and is posted on the bulletin board located in the main corridor. Special programs exist at other facilities throughout the Bureau of Prisons including the Residential Drug Treatment Program and the Sex Offender Treatment Program. If you have an interest in any of these special programs, you may discuss them with the Psychologist and/or Unit Team.

Psychology Services is available for a variety of treatment programs and crisis resolution situations. Classes are offered to assist with adjustment to incarceration as well as growth courses to assist with lifestyle choices. Contact the Drug Treatment Specialist (DTS) or a Psychologist if you are interested in any psychology-related programs, via cop-out or open house hours (Monday through Friday from 7:30am until 8:00am.)

SUICIDE PREVENTION: A major focus for the Psychology Department, is the management of mental health related disorders and crises in order to prevent suicides. Many individuals face crises, both personal and familial, during their incarceration. Should you or someone you know begin to discuss thoughts or plans of suicide, please approach any staff member and communicate your concerns.

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SEXUAL ASSAULT INTERVENTION/PREVENTION: The prevention, and if necessary, intervention for sexual assault is another component directly related to the work of the Psychology Services. All sexual activity in Bureau facilities is strictly prohibited and accusations of sexual assault are taken very seriously. Communication to staff members is encouraged to prevent sexual assaults from occurring.

DRUG ABUSE PROGRAM (DAP): There are three (3) levels of drug abuse treatment programs available for inmates in the Federal Bureau of Prisons. In addition, Psychology Services staff at this institution also facilitates voluntary self-help groups, as well as 12-step recovery programs.

The Drug Education Program is available at all institutions to anyone interested. The purpose of the program is to: (1) assist you in getting straight information on drugs; (2) help you make an honest assessment of the costs/benefits of drug use; and (3) point you in the direction of additional counseling. This program is required for individuals that are recommended by either their Unit Team (due to drugs or alcohol being related to your offense) or your judge. Inmates required to participate who refuse to do so will have pay grade and Community Corrections Center restrictions implemented.

The Non-Residential Drug Treatment Program is a voluntary counseling program available at all institutions for individuals with a history of substance abuse. You develop a treatment plan together with a Psychology staff member to address your particular needs. This program is more intensive and focuses on how to maintain a drug-free lifestyle upon release from prison.

Residential Drug Treatment is not offered at this facility, but those inmates who qualify for the program may be transferred to another institution. This voluntary program is currently available in over 40 institutions. The program provides intensive, unit-based treatment experience provided by Drug Treatment Specialists, a Program Coordinator, and other institution staff. The program consists of two phases, with the initial phase (9 months) taking place within an institution and the second phase (6 months) taking place in a community corrections facility. The treatment includes modules intended to improve your thinking skills, decision-making, interpersonal communication, and wellness. You develop a better understanding of issues related to substance abuse, family dynamics and relapse prevention. There is a significant effort to develop a treatment plan which addresses your needs.

To participate in these programs, there must be evidence (usually in the PSI) of documented substance abuse in the twelve (12) months prior to your incarceration. The primary benefit of participation is clearly the information which

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you learn, the skills you develop, and the experience of being a member of the program. Other incentives include financial achievement awards and possible “early release” consideration up to twelve (12) months if additional criteria are met. Inmates interested in this program with less than 36 months remaining on their sentence may submit a request to Psychology staff in order to be interviewed for the program. For details on admission criteria and guidelines for early release eligibility, inmates can refer to Program Statement 5330 (Drug Abuse Programs Manual) located in the library. Any inmates interested in other Drug Treatment Programs may approach Psychology staff at “Open House” from 7:30am until 8:00am, Monday through Friday. Otherwise, they may submit a “cop-out” to Psychology Services requesting information or an application for programs.

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INMATE PROGRAMMING

<i>EDUCATION DEPARTMENT</i>

The Education Department provided academic classes, vocational training, recreation, and leisure activities for inmates who wish to, or who are required to participate. The primary goal of the programs is to meet the needs of inmates in the areas of:

- Functional literacy
- High school equivalency
- Marketable work skills
- Continuing education
- Positive use of leisure time

You will be assigned an Education Representative who will meet with you to discuss your educational needs and/or interests. The Education Representative is a voting member on your Unit Team and reports your progress regarding your individual education plan. Individual needs are determined through the administration of a test, a review of your PSI, and, as mentioned, a personal interview.

The following programs are currently offered:

ACADEMIC EDUCATION AREAS:

GED LITERACY PROGRAM (GED): The GED Literacy Program is a mandatory program. In accordance with Federal Bureau of prisons' Program Statement 5350-Literacy Program (GED Standard), any inmate who does not have a verified high school diploma or GED must attend literacy classes for a minimum of 240 instructional hours. An inmate may test out of the Literacy Program prior to conclusion of the 240-hour period. Pursuant to the 1994 Violent Crime Control and Law Enforcement Act (VCCLEA), and the 1995 Prison Litigation Reform Act (PLRA), an inmate lacking a high school credential must participate and make satisfactory progress in the Literacy Program in order to vest earned Good Conduct Time (GCT). Bureau staff shall consider whether inmates have earned or are making satisfactory progress toward attainment of a GED certificate.

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TESTING PROCEDURES: Any inmate who does not have a verified high school diploma or a GED certificate must take the Test of Adult Basic Education (TABE) within two weeks of his commitment date. The results

of this test assist with the assignment to a pre-GED or GED class. If you claim that you have a high school diploma or a GED certificate and this is not verifiable, you will have sixty (60) days to provide proof of your claim to the Education Department. Documentation must be received directly from the appropriate school or agency or when the achievement is officially verified by appropriate government personnel in the Presentence Investigation Report (PSI). If your claim cannot be verified within this sixty (60) day period, you will be required to take the TABE test and will be scheduled for class.

ADULT BASIC EDUCATION (ABE): Adult Basic Education is a program for inmates who score lower than a fifth grade level on the Test of Adult Basic Education (TABE). Curriculum areas include mathematics, language, spelling, reading comprehension and vocabulary skills. The instruction is individualized to allow students to work at their own pace.

ENGLISH AS A SECOND LANGUAGE: Federal Bureau of Prisons Program Statement 5350-English as a Second Language (ESL), and the Crime Control Act of 1990 (CCA) require limited English proficient inmates confined in a Federal Prison System facility to participate in the ESL Program. They must remain in the ESL Program until they can function at the equivalence of the eighth grade level in competency skills (as measured by a score of 225 on the Comprehensive Adult Student Assessment System [CASAS] test).

ADULT CONTINUING EDUCATION (ACE): ACE courses are inmate-taught, general knowledge/information courses which last 8 to 12 weeks. Classes such as foreign languages, history, legal research, and business are among those that may be offered. If an inmate has a desire to teach a course, he must submit a "cop-out" to the Supervisor of education detailing his request.

VOCATIONAL TRAINING (VT) CLASSES: Presently, Telecommunications/Fiber Optics Installation technician, Information Processing, and Personal Fitness Trainer Vocational Training Programs are offered. Individual certification is offered in each of these programs.

INDEPENDENT STUDY: Any inmate who wants to pursue Independent Study (correspondence) Courses must have prior approval from the Supervisor of

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Education for any course he wishes to take. Any courses not approved will be sent home at the inmate's expense.

PARENTING: A comprehensive program encouraging and strengthening the ongoing relationship between family members is provided.

LEISURE & LAW LIBRARIES: The leisure and Law Libraries are open six (6) days a week, but closed on Saturdays. The Leisure Library contains a wide variety of newspapers, magazines, books, listening and video tapes. There is a variety of reference material. The Law Library is furnished with the required resource books. Inmates are permitted to be in the Law Library during their off-duty hours only.

EMPLOYMENT RESOURCE CENTER (ERC): The ERC contains a variety of materials to assist inmates in career/job development, job search skills, resume writing, interview skills and job retention. This area also contains important addresses, phone numbers, and community resources that are vital to an inmate's success after his release from prison. With the help of a trained Job Coach, inmates can work to determine a career path, set goals to progress toward that job, participate in educational training as needed, and learn the skills necessary to obtain a job upon release. The following are the hours of the ERC: Sunday, 7:30am until 9:50am and 11:00am until 3:30pm; Monday through Thursday 2:30pm until 8:00pm, and Friday from 2:30pm until 3:45pm.

RECREATION DEPARTMENT

The Recreation Department provided a broad range of recreational/leisure time activities for Loretto's inmate population.

Inmates should be aware of any physical limitations they might have and medical clearance is mandatory for all strenuous activities. Feel free to discuss individual needs with recreation staff members.

A gymnasium is located adjacent to the Visiting Room. The recreation facilities provide inmates with a variety of activities, including, but not limited to, varsity and intramural basketball, softball and volleyball. The gym closes each night at 8:30pm. Also offered are craft programs in fine arts, ceramics and leatherwork. There is also an outside track area for running or walking, and special entertainment and games, contests, and holiday activities.

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The Recreation Department also strives to offer activities to those individuals who, for whatever reason, do not participate in regularly scheduled recreation programs.

Schedules for specific activities are posted on inmate and recreation bulletin boards. The recreation staff encourages inmates to take advantage of the facilities and activities offered and to pursue personally satisfying and meaningful use of free time. All card games must end at 11:50pm.

RELIGIOUS SERVICES

The Pastoral Care Department sponsors a comprehensive group of programs for the inmate population. These programs provide numerous opportunities for an inmate to practice his faith and/or receive assistance in developing his spiritual wellness. A Chaplain is available for pastoral counseling for all inmates regardless of faith or denominational affiliation. Also, there are many volunteers and contract chaplains available with whom you can talk. The schedule for these activities is posted on bulletin boards throughout the institution.

The Chapel has areas for worship, prayer, and study. The Chapel complex also includes a library of books, CD's and video/DVD's to enhance your spiritual growth.

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CORRECTIONAL AND DISCIPLINARY ISSUES

GENERAL

COUNT TIMES: Counts are one of the first realities of institutional life you will encounter. It is necessary for the staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their sleeping areas until the clearance of the count is announced.

Official count times at FCI Loretto are Monday through Friday: 12:00midnight; 3:00am; 5:00am; 4:15pm (standup); and 9:30pm. On Saturday, Sunday and Federal holidays: same as above plus a 10:00am stand-up count. **THERE WILL BO NO MOVEMENT OR TALKING DURING THE COUNTS. THE RED LIGHTS LOCATED IN THE HALLWAYS WILL BE ON, INDICATING A COUNT IS IN PROGRESS.**

The staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. Each inmate must actually be seen for all counts, even if the inmate must be awakened.

OFF LIMITS: Inmates will be permitted only in their designated housing areas, the dining area, Education complex, Chapel and in the designated inside and outside recreation areas. All other areas are off-limits, unless you are assigned to and performing work on a specific work detail. Contact between inmates and civilian workers are prohibited. The outside recreation yard is closed at dusk. Loitering in the main hallway and breeze ways, at any time, is prohibited.

CONTRABAND: Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the Commissary.

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Any item in an inmate's personal possession must be authorized, and a record of the receipt of each item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from other inmates. Items purchased in this manner are considered contraband and will be confiscated. Any altered item, even an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator.

DRUG SURVEILLANCE: FCI Loretto operates a Drug Surveillance Program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this

program, and the inmate does not do so, that inmate will be subject to an Incident Report.

ALCOHOL DETECTION: A program for alcohol surveillance is also in effect at FCI Loretto. Random samples of the inmate population, as well as those suspected of alcohol use, are tested on a routine basis. A positive test will result in the violator receiving an Incident Report. Refusal to submit to the test will also result in an Incident Report.

INMATE DISCIPLINE

DISCIPLINE: It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of rules and regulations are dealt with by the Unit Discipline Committees (UDC) and, for more serious violations, the Discipline Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations. Inmates must demonstrate respect for the rights and property of others. A copy of the Bureau's Prohibited Acts is also included at the end of this handbook (**ATTACHMENT B**)

INMATE DISCIPLINE INFORMATION: If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act; the first step in the disciplinary process is the writing of an Incident Report. This is a written notice of the charges against the inmate.

The Incident Report shall ordinarily be delivered to the inmate within twenty-four (24) hours from the time staff became aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor.

If an informal resolution is accomplished, the Incident Report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the "Greatest Severity Category". Violations in the

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“Greatest Severity Category” must be forwarded to the DHO for final disposition. If an informal resolution is not accomplished, the Incident Report is forwarded to the UDC for an initial hearing.

The Program Statement on Inmate Discipline was updated in March, 2006. For inmates sentenced under the Prison Litigation Reform Act (PLRA), or rated as violent under the Violent Crime Control Act (VCCLEA) of 1994, the DHO is required to impose mandatory disciplinary sanctions of loss of good time. For further classification, inmates should refer to the Inmate Discipline and Special Housing Unit Program Statement, 5270.07, Chapters Four (4) and Five (5).

INITIAL HEARING: Inmates must ordinarily be given an initial hearing within three (3) working days of the time staff became aware of the inmate’s involvement in the incident (excluding the day staff became aware of the incident, weekends and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give its decision in writing to the inmate by the close of business the next working day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC may informally resolve the incident report, make final disposition and impose sanctions, or refer the incident report to the DHO for final disposition.

DISCIPLINE HEARING OFFICER (DHO): The DHO conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of the inmates placed in Disciplinary Segregation.

An inmate will be provided with advance written notice of the charges not less than 24 hours before his appearance before the DHO. The inmate will be provided with a full-time staff member of his choice to act as a staff representative if requested. An inmate may present a list of witnesses and request they testify at the hearing. Inmates cannot question a witness at the hearing. The staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside

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witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

APPEALS OF DISCIPLINARY ACTIONS: Appeals of all disciplinary actions may be made through the Administrative Remedy procedure. UDC appeals are made at the institution level (BP-9). All DHO appeals are made to the Regional Director with a (BP-10).

Appeals of UDC actions are made to the Regional Director (BP-10), if denied at the institution level, and to the General Counsel (BP-11), if denied by the Regional Director. On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complies with the regulations on inmate discipline.
- Whether the UDC or DHO based its decisions on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

SPECIAL HOUSING UNIT (SHU) STATUS: While housed in SHU, you will be either considered Administrative Detention or Disciplinary Segregation. Administrative Detention separates an inmate from the general population. To the extent practical, an inmate in Administrative Detentions shall be provided with the same privileges as inmates in the general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is in a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, and for protective custody.

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Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue and shaving utensils (as necessary). Inmates may possess legal and religious materials while in Disciplinary Segregation.

Inmates in the Special Housing Unit shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will visit the Special Housing Unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

OPERATIONS

INMATE SYSTEMS DEPARTMENT

MAIL: The institution's Mail Room is located in the basement of the South Unit below the Dormitory. Incoming general correspondence is distributed by the Unit Officers after the 4:00pm clears, Monday through Friday (excluding Federal holidays). Should you receive accountable mail for which you must sign, you will be called to the Mail Room and are required to have your ID Card for identification purposes.

Your incoming and outgoing mail should be addressed as follows:

Your Name and Register Number
Federal Correctional Institution Loretto
Your Assigned Housing Unit
P.O. Box 1000
Loretto, Pennsylvania 15940-1000

All monies or negotiable instruments must be sent to the National Lockbox Location at the following address:

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Federal Bureau of Prisons

Inmate Name

Inmate Register Number

Post Office Box 474701

Des Moines, Iowa 50947-0001

The institutional Mail Room at FCI Loretto does not accept funds received from outside the institution.

Outgoing mail is processed Monday through Friday, excluding Federal holidays. There are two outgoing mailboxes for inmate use. The boxes are located outside the institution's dining hall (in the dining hall at the camp). Two large, blue postal service-type boxes are provided for outgoing general correspondence. Outgoing mail may be sealed unless you have been authorized to correspond with another confined inmate or are on restricted correspondence. In this case, your outgoing mail must be left open.

OUTGOING LEGAL/SPECIAL MAIL PROCEDURES: Inmates must hand carry their outgoing Legal/Special Mail directly to the mail room staff. Legal/Special Mail will be accepted as noted below:

Monday	7:00am – 7:15am
Tuesday – Friday	11:15am – 12:15pm

If Monday is a Federal holiday, inmates can bring their legal mail Tuesday morning at 7:00am.

The inmate whose name appears in the return address block is the one who has to deliver the mail to the Mail Room staff. If anyone besides the inmate listed in the return address block brings the Legal/Special Mail to the Mail Room, they will receive and Incident Report. For identification purposes, inmates must have their commissary card in their possession when they deliver their Legal/Special Mail.

Outgoing Legal/Special Mail weighing 16 ounces or greater will be processed as a package. A Request-Authorization to Mail Inmate Package will be filled out at the Mail Room and the inmate must pack the package in the presence of the Mail Room Officer to ensure no contraband is being mailed.

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INCOMING LEGAL/SPECIAL CORRESPONDENCE: All incoming Legal/Special Mail adequately identified as being received from a Legal/Special Mail source (along with the marking “Special Mail-Open Only in the Presence of the Inmate Only” on the outside of the envelope), will be date/time stamped upon receipt in the Mail Room and you will be called to the Mail Room to receive your Legal/Special Mail. It is your responsibility to notify your attorney(s) of the legal mail marking requirement in order for your mail to be afforded this special processing. Attachment C to this handbook is provided for you to use in notifying your attorney. Additional copies of this attachment may be obtained from your Counselor or at the Mail Room.

INCOMING PUBLICATIONS: FCI Loretto permits inmates to subscribe and receive publications without prior approval. The term “publication” means a book, single issue of a magazine, newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers and catalogs. An inmate may receive soft-cover publications (paperback books, etc) from any source. An inmate may receive hardcover publications and publications from a publisher or bookstore only. Due to sanitation and for fire and safety reasons, accumulation of publications will be limited to ten magazines (not to be more than three(3) months old) and to the amount that can be neatly stored in the locker and/or shelf provided in each room. Section 614 of the Fiscal Year 1999 Omnibus Budget Act

(P.L. 105-277) prohibits the Bureau of Prisons from distribution or making available to inmates any commercially published material which is sexually explicit or features nudity. This amendment is referred to as the “Ensign Amendment”).

Publications also can be rejected if they contain any of the following: articles depicting security devices, articles detailing construction of bombs or weapons, articles detailing or encouraging escape from correctional facilities, articles promoting any racial violence, explicit homosexual activity, and sexual activity with minors or animals. The Warden can also reject a publication if it is determined to be detrimental to the security and orderly running of the institution, or if it might facilitate criminal activity.

PACKAGES: Special Mail/Legal packages must have “Special Mail-Open in the Presence of the Inmate” noted on the outside of the package. All other incoming packages must have “Authorized by Bureau of Prisons Policy” followed by an identification of the contents (e.g., paperback books or magazines). These markings are intended to alert the Mail Room Officer to the fact that enclosed materials contain matter approved under an existing Bureau policy and do not require a Special Package Authorization Form. The only package an inmate may receive from home is that

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containing release clothing, within the last 30 days of confinement. A Package Authorization Form must be obtained from your Correctional Counselor.

CORRESPONDENCE BETWEEN CONFINED INMATES: An inmate may be permitted to correspond with any inmate confined in another penal or correctional institution. This is permitted if the inmate is either a member of the immediate family, or is a party in a legal action (or witness) in which both parties are involved. The following additional limitations may apply:

- Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate)
- Staff at both institutions must approve the correspondence in advance. Your Case Manager can assist you in obtaining approval.

REJECTION OF CORRESPONDENCE: The Warden may reject correspondence sent by, or to, an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate a criminal activity.

The warden will give written notice to the sender concerning the rejection of mail and the reason for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reason(s) for it. The inmate also has the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

RECEIVING AND DISCHARGE: Transferring inmates will be called to R&D when their property arrives. It is not unusual for an inmate's property to arrive 2 to 3 weeks after he arrives at FCI Loretto. If it has not arrived after 3 weeks you can contact your Counselor to inquire about your property.

SENTENCE COMPUTATIONS: Sentence Computations are now done at the Designation and Sentence Computation Center in Grand Prairie, Texas. Sentence Computations will normally be prepared in about thirty (30) days from your arrival. You will receive your copy of the Sentence Computation via the 4:30pm mail call.

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If you are a transfer case from another federal facility, your Sentence Computation will be reviewed and audited. Should there be any revisions necessary, you will be provided a copy.

Questions regarding Sentence Computations should be directed via “cop-out” to the Records Department.

GOOD TIME CREDIT: This applies to inmates sentenced for an offense after November 1, 1987.

The Comprehensive Crime Control Act became law on November 1, 1987. The two (2) most significant changes in the sentencing statutes deal with Good Time and Parole issues. There are no provisions under the new law for Parole. The only Good Time available will be fifty-four (54) days per year Good Conduct Time, provided you have a sentence of more than one year. This is awarded at the end of the year (366th day), and may be awarded in part or in whole, contingent upon good behavior during the year. The Good Time discussions below **DO NOT** apply to inmates sentenced under the new sentencing guidelines.

STATUTORY GOOD TIME: Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled to a reduction in his term, if the offender has faithfully observed the rules of the institution and has not been disciplined. Statutory Good Time deductions range from five (5) days per month to ten (10) days per month, based on the length of sentence.

At the beginning of an inmate's sentence, the full amount of Statutory Good Time is credited, subject to forfeiture if the inmate commits disciplinary infractions.

Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence, if the period of confinement is exactly six months; a shorter period does not qualify for Good Time under the statute, and a longer period cannot be a part of a split sentence.

EXTRA GOOD TIME: The Bureau of prisons awards Extra Good Time credit for performing exceptionally meritorious service, for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of Extra Good Time Credit award at a time (e.g., an inmate earning industrial or camp Good Time is not eligible for Meritorious Good Time), except that a Lump Sum

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Award may be given in addition to another Extra Good Time Award. Extra Good Time is available to those inmates whose offenses occurred prior to November 1, 1987.

SAFETY OFFICE

GENERAL SAFETY: Inmates should familiarize themselves with the safety regulations at this institution. Any questions should be directed to your Detail Supervisor, Unit Team, or the Safety Manager.

Work injuries must be reported immediately to your work supervisor.

Safety shoes will be worn on all work details. Walkmans (personal radios), personal book magazines or educational material will not be permitted on the job site.

FIRE PREVENTION AND CONTROL: Everyone is responsible for fire safety and prevention. Inmates are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made by the Safety Manager.

FIRE DRILLS/SMOKE ALARM: Inmates must familiarize themselves with the fire evacuation diagrams posted in all departments. Fire drills are conducted on a quarterly basis and every inmate is required to promptly respond and evacuate when the alarm is sounded.

ON-THE-JOB INJURIES: If an inmate is injured while performing an assigned duty, he must immediately report this injury to his work supervisor. The work supervisor will then report the injury to the institution's Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the supervisor.

If injured while performing an assigned duty, and the inmate expects to be impaired to some degree, he may submit a claim for compensation through the Safety Manager 45 days prior to his release. A medical evaluation must be included in the claim before any compensation can be considered.

FOOD SERVICE

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Food Service is off limits other than when meals are being served.

Proper attire is required at all times. Your coat must remain open, shirt tucked in and buttoned up, and you must use a belt in your pants. Hats may not be worn in the Dining Hall.

Loud and boisterous conduct is not permitted in the Dining Hall.

No commissary items are to be brought into the Food Service area.

No food items are to be removed from the Dining Hall, to include fruit.

<i>TRUST FUND & COMMISSARY</i>

Every inmate will have an established trust fund account out of which they can withdraw funds to make purchases or to satisfy family and/or legal obligations. Any outside source(s) who wish to send an inmate money can do so via a U.S. Postal Money Order to the National Lockbox.(refer back to page 32 for the address). The inmate's name and registration number must be shown on the Money Order (MO). Failure to do this will result in the MO being returned to the sender.

Family or friends may also send an inmate funds through Western Union's Quick Collect program. For more information regarding either program, contact your Counselor.

The weekly stamp and spending limits will be governed by periodic Bureau of Prisons memorandum updates. The institution makes available to the inmate population a coinless system called Debitex. It can be used for inmate copy machines and photo tickets. An inmate may purchase debits on his regular shopping day.

Merchandise lists are used to make Commissary selections. These lists are complete by the inmate and turned into the sales unit staff on the same day.

The Trust Fund Sales Unit hours of operation are posted in the main corridor. Notice that on your purchase receipts (issued every time you shop) there is a beginning and ending balance. You may use this figure to double-check your existing balance.

Articles such as watches and radios may be [purchased in the Commissary. A Special Purchase Form 40 must be completed and approved by the R & D Officer prior to any such purchases.

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If you are participating in the hobby craft program, you may purchase hobby craft items. The appropriate forms may be obtained from the officer at the Hobby Craft Center. You may sign a "Request for Withdrawal of Inmate Personal Funds" (Form 21/24), and your Counselor will process the form.

FACILITIES DEPARTMENT

The Facilities Department at FCI Loretto provides inmates with a meaningful opportunity to enhance learned skills and to develop apprentice-level abilities.

The Facilities Department is responsible for the preparation of preliminary plans (blueprints and/or mechanical drawings), new construction, renovations, repairs, and maintenance of all utilities and equipment at FCI Loretto.

The goal of the Facilities Department is to utilize and train inmates, while providing cost effective construction and maintenance services to the institution in a correctional setting.

Inmates with construction-related skills, or those desiring an opportunity to learn a trade-related skill in any of the following areas, should request job placement in the Facilities Department through your Unit Team. These areas include: drafting, electric, landscape, garage, communications, powerhouse, plumbing, welding, painting and construction.

UNICOR

UNICOR is the trade name of Federal Prison Industries, a wholly owned government corporation established by Congress on June 23, 1934, to provide job skills training and employment opportunities for inmates serving sentences in the Federal Bureau of Prisons. For many inmates, working in federal Prison Industries represents an opportunity to learn a marketable skill and gain valuable work experience, both of which

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will substantially enhance their ability to successfully reintegrate into society following release from prison.

Inmates working in the UNICOR factory here at FCI Loretto produce electrical cable assemblies for the Department of Defense, ranging from simple extension cords to more complex wire-harness' for military tanks. The factory is ISO 9000-2001 registered.

If you are interested in working in UNICOR, you must contact your Unit Team Counselor to be placed on one of three waiting lists. The first list is for those inmates who have previously worked for UNICOR. The second list is for inmates with significant financial obligations, in excess of \$1,000. All other inmates will be placed on the third list.

If you are assigned to UNICOR, you will receive a three(3) day orientation class to instruct you on the proper use of tools and reading and interpreting drawings and work instructions. In addition, you will receive training on wire soldering techniques, the safe and proper use of chemicals, as well as a variety of other topics, all prior to your being permitted to work on any of the various cable assemblies.

Inmates with outstanding financial obligations who work in UNICOR will be required to contribute fifty (50) percent of their wages toward meeting these obligations.

Ruth Bracken
Camp Administrator/A&O Coordinator

John Yost
Warden

THIS HANDBOOK IS TO BE USED SOLELY FOR ORIENTATION PURPOSES. IT IS NOT INTENDED TO BE USED AS AN INSTITUTION SUPPLEMENT OR A BUREAU OF PRISON PROGRAM STATEMENT AND MAY BE SUBJECT TO CHANGE.

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RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully. Impartially, and fairly by all personnel.
2. You have the right to be informed of the rules procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.
5. You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

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RIGHTS

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs and abilities.
11. You have the right to use your funds from Commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts and for assisting your family.

RESPONSIBILITIES

7. It is your responsibility to use the services of an attorney honestly and fairly
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing use of such activities.

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1. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have

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PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

<u>CODE</u>	<u>PROHIBITED ACTS</u>	
100	Killing	
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	
102	Escape from escort; escape from a secure institution (low, medium and high security level and administrative institutions); or escape from a minimum institution with violence.	
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of <u>Greatest Severity</u> , e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218 or 329)	
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	
105	Rioting	
<u>SANCTION</u>		
<u>S</u>	A. Recommend parole date rescission or retardation.	B. Forfeit earned statutory good time or non-vested

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good	sanction may not be suspended.	
conduct time		<u>CODE</u>
B.1 Disallow ordinarily	between 50% and 75%	
(27-41 days) of good time credit available for		106
year (a good conduct time sanction may not be		
suspended.		107
C. Disciplinary Transfer (Recommend)		108
D. Disciplinary Segregation (up to 60 days)		
E. Make monetary restitution		
109		
110		
111		
112		
113		
197		
198		
199		

HIGH CATEGORY

serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g. hack-saw blade)

G. Loss of privileges (Note – can be in addition to A through E – cannot be the only sanction executed)

PROHIBITED ACTS

(NOT TO BE USED)

Refusing to provide a urine sample or to take part in other drug-abuse testing

Encouraging others to riot

Introduction of any narcotics marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff

Taking hostage(s)

Use of any narcotics marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff

Possession, manufacture, or introduction of a hazardous tool

Possession of any narcotics marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff

Use of the telephone to further criminal activity

Interfering with a staff member in the performance of duties. (Tools most likely to be used in an escape attempt or to serve as weapons capable of doing

Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature). This charge is to be used only when another charge of Greatest Severity nature is not applicable.)

Conduct which disrupts or interferes with the security or orderly running of the institution or Bureau of Prisons. (Conduct must be of the Greatest Severity nature). This charge is to be used only when another charge of Greatest Severity nature is not applicable.)

SANCTIONS

F. Withhold statutory good time (Note – can be in addition to A through E – cannot be the only sanction executed).

HIGH CATEGORY

<u>CODE</u>	rted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions – <u>without violence.</u>	B.1 Disallow ordinarily between 25% and 50% (14 - 27 days) of good time credit available for year (a good conduct time sanction may not be suspended.)
200	Fighting with another person (NOT TO BE USED)	
201	Threatening another with bodily harm or any other offense	C. Disciplinary Transfer (Recommend)
202		
203	Extortion, blackmail, protection: demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	D. Disciplinary Segregation (up to 30 days)
204	Engaging in sexual acts Making sexual proposals or threats to another	E. Make monetary restitution F. Withhold statutory good time
205	Wearing a disguise or a mask	
206	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock	
207	device (includes keys), or destroying, altering, interfering with, improperly using, or damaging	
208	any security device, mechanism or procedure Adulteration of any food or drink (NOT TO BE USED)	

209 **SANCTIONS**

210	A. Recommend parole date rescission or retardation.
	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended.)

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HIGH CATEGORY

211
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2

PROHIBITED ACTS

Encouraging others to refuse to work, or to
participate in a work stoppage

Engagi
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or
encour
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group
demon
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n

(NOT TO BE USED)

SANCTIONS

- G. Loss of privileges: Commissary, movies,
recreation, etc.
- H. Change in housing

CODE

213

214

5

HIGH CATEGORY (cont'd)

I.		2
15	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	
216		
	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of the financial value)	
217		
218		
219		
220		
	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored)	
221		
222		
Introdu	Demonstrating, practicing, or using martial arts boxing, (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	<u>CODE</u>
ction		223
of		
alcohol		
into a		
BOP	Being in an unauthorized area with a person of the opposite sex without staff permission.	
Facilit		224
y	Making, possessing or using intoxicants	
Giving	J. Remove from program and/or group activity	
or		
offerin	K. Loss of a job	297
g an		
official	L. Impound inmate's personal property	
or staff		
membe	M. Confiscate contraband	
r a		
bribe,	N. Restrict to quarters	
or		
anythi		298
ng of		
value		

HIGH CATEGORY (cont'd)

299

Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)

Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third party calling; third party billing; using credit card numbers to place telephone calls; conference calling or talking in code).

Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature). This charge is to be used only when another charge of the High Severity is not applicable)

Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature). This charge is to be used only when another charge of the High Severity is not applicable)

PROHIBITED ACTS

Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol

SANCTIONS

SEE SANCTIONS ON PREVIOUS PAGES
LETTERS A THROUGH M

HIGH CATEGORY (cont'd)

ATTACHMENT B

HIGH CATEGORY (cont'd)

ATTACHMENT B

HIGH CATEGORY (cont'd)

CODE

PROHIBITED ACTS

SANCTIONS

HIGH CATEGORY (cont'd)

300	(NOT TO BE USED)
301	Misuse of authorized medication
302	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized
303	
304	Loaning of property or anything of value for profit or increases return
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels
306	
307	Refusing to work, or to accept a program assignment
	Refusing to obey an order of any staff member (May be categorized and charges in terms of greater severity, according to the nature of the order being disobeyed; (e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110))
308	
309	
310	
311	
312	Violating a condition of furlough
Indecent Exposure	Violating a condition of a Community Program

HIGH CATEGORY (cont'd)

Unexcused absence from work or any assignment

date rescission or retardation

- B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)

Failing to perform work as instructed

- B-1 Disallow ordinarily up to 25% (1 – 14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)

- C. Disciplinary Transfer (recommend)
- D. Disciplinary Segregation (up to 15 days)
- E. Make monetary restitution

Insolence toward staff member

- F. Withhold statutory good time

- A. Recommend and prepare

HIGH CATEGORY (cont'd)

ATTACHMENT B

HIGH CATEGORY (cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>
313	Lying or providing a false statement to a staff member
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)
315	
316	
317	Participating in an unauthorized meeting or gathering
318	
319	Being in an unauthorized area
	Failure to follow safety or sanitation regulations
320	
321	Using any equipment or machinery which is not specifically authorized
322	
323	Using any equipment or machinery contrary to instructions or posted safety standards
324	
325	
326	Failing to stand count
327	Interfering with the taking of count
	(NOT TO BE USED)

HIGH CATEGORY (cont'd)

privileges: Commissary, movies, recreation

(NOT
TO BE
USED)

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H. Change housing (quarters)

I. Remove from program and/or group
activity

J. Loss of job

K. Impound inmate's personal property

L. Confiscate contraband

M. Restrict to quarters

N. Extra duty

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HIGH CATEGORY (cont'd)

ATTACHMENT B

HIGH CATEGORY (cont'd)**CODE****PROHIBITED ACTS**

328

Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization

329

330

Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less

331

Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards

332

397

Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; other non-hazardous contraband includes such items as food or cosmetics)

398

399

Smoking where prohibited

Use of a telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN

HIGH CATEGORY (cont'd)

number of moderate severity is not applicable)
r,
three-way
calling, providing
false information
for preparation
of a telephone list

Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable)

SANCTIONS

See Sanctions A through N in the Moderate Category of the previous pages

Interfering with a staff member in the performance of duties.
(Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge

HIGH CATEGORY (cont'd)

ATTACHMENT B

HIGH CATEGORY (cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>
400	Possession of property belonging to another person
401	Possessing unauthorized amount of otherwise authorized clothing
402	
403	Malingering, feigning illness
404	(NOT TO BE USED)
405	Using abusive or obscene language
406	
407	Tattooing or self-mutilation (NOT TO BE USED)
408	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)
409	
410	Conducting a business Unauthorized physical contact (e.g., kissing, embracing) Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often an appropriate sanction G)(May be categorized and charged in terms of greater severity,

HIGH CATEGORY (cont'd)
SANCTIONS

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B-1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within six (6) months). Disallow ordinarily up to 25% (1 -14 days) of good time credit available for year. (To be used only where inmate found to have committed a third violation of the same prohibited act within six (6) months)(a good conduct time sanction may not be suspended)(See Chapter 4 Page 16 for VCCLEA Violent and PLRA inmates)

E. Make monetary restitution

F. Withhold statutory good time

G. Loss of privileges: Commissary, movies, recreation, etc.

H. Change housing (quarters)

I. Remove from program and/or group activity

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3

3

ATTACHMENT A

ATTACHMENT B

GREATEST CATEGORY

ATTACHMENT B

HIGH CATEGORY

ATTACHMENT B

HIGH CATEGORY

ATTACHMENT B

HIGH CATEGORY (cont'd)

ATTACHMENT B

HIGH CATEGORY (cont'd)

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1

1

ATTACHMENT A

GREATEST CATEGORY

ATTACHMENT B

HIGH CATEGORY

ATTACHMENT B

HIGH CATEGORY

ATTACHMENT B

HIGH CATEGORY (cont'd)

ATTACHMENT B

HIGH CATEGORY (cont'd)
CODE

ATTACHMENT B

PROHIBITED ACTS

SANCTIONS

498 Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).
*SEE NOTE

499 Interfering with a staff member in the performance of duties. (Conduct must be of the Low Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable)

Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable

NOTE: Abiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.

- J. Loss of job
- K. Impound inmate's personal property
- L. Confiscate contraband
- M. Restrict to quarters
- N. Extra duty
- O. Reprimand
- P. Warning

SPECIAL MAIL NOTICE

TO THE INMATE

It is suggested that you forward this instruction sheet, concerning special mail privileges, to your attorney(s) as soon as possible after your arrival at FCI Loretto.

TO THE ATTORNEY

The Bureau of Prisons Program Statement on correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked:

“SPECIAL MAIL-OPEN ONLY IN THE PRESENCE OF THE INMATE”

OR WITH SIMILAR LANGUAGE CLEARLY INDICATING THAT YOU ARE REQUESTING THAT THE CORRESPONDENCE BE OPENED ONLY IN THE PRESENCE OF THE INMATE. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate’s presence for inspection for contraband and the correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect and read the mail.

Health Services Department

Rights and Responsibilities

- A **Right** – You have the right to health care services, based on the procedures at this facility. Health Services includes medical sick call, dental sick call and all support services. *Normal Sick Call Signup* at this facility is held on Monday, Tuesday, Thursday and Friday between 6:30am and 7:00am. Emergency health care services are available 24 hours each day, and are accessed by contacting the correctional worker responsible for you.

Responsibility – You have the responsibility to comply with the health policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, to include proper use of medications, proper diet, and following all health-related instructions with which you are provided.

- B **Right** – You have the right to be offered the chance to obtain a *Living Will* (at your own expense), or to provide the Bureau of Prisons with *Advance Directives* that would provide the Bureau of Prisons with instructions **if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.**

Responsibility – You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

- C **Right** – You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.

Responsibility – You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.

- D **Right** – You have the right to know the name and professional status of your health care providers.

Responsibility – You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

- E **Right** – You have the right to be treated with respect, consideration and dignity

Responsibility – You have the responsibility to treat staff in the same manner.

Health Services Department Rights and Responsibilities

- F **Right** – You have the right to be provided with information regarding the diagnosis, treatment and prognosis.
- Responsibility** – You have the responsibility to keep this information confidential
- G **Right** – You have the right to be examined in privacy
- Responsibility** – You have the responsibility to comply with security procedures.
- H **Right** – You have the right to obtain copies of certain releasable portions of your health record.
- Responsibility** – You have the responsibility of being familiar with the current policy to obtain these records and requesting them if desired.
- I **Right** – You have the right to address any concern regarding your health care to any member of the institution staff including your physician, The Health Services Administrator, members of your Unit Team and Warden.
- Responsibility** – You have the responsibility to address your concerns in the accepted format such as the *Inmate Request to Staff Member* form, open houses (Mainline), or the accepted *Inmate Grievance Procedures*.
- J **Right** – You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
- Responsibility** – You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
- K **Right** - You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
- Responsibility** – You have the responsibility to eat healthy and not abuse or waste food or drink.

ATTACHMENT D

L Right – You have the right to request a routine physical examination, as defined by Bureau of Prison's *Policy*. (If you are under the age of 50, once every two (2) years; of 50 or over, once a year)

Responsibility – You have the responsibility to notify medical staff that you wish to have an examination.

M Right – You have the right to dental care as defined in Bureau of Prisons' *Policy* to include preventive services, emergency care and routine care.

Responsibility – You have the responsibility to maintain your oral hygiene and health.

N Right – You have the right to a safe, clean and healthy environment, including smoke-free living areas.

Responsibility – You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

O Right – You have the right to refuse medical treatment in accordance with Bureau of Prisons' *Policy*. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

Responsibility – You have the responsibility to be counseled regarding the possible ill-effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

I have read and understand these Rights and Responsibilities as defined in the Admission and Orientation Handbook

_____/_____/_____
Inmate Signature and Register Number / Date

Staff Witness:

_____/_____/_____
Inmate Refuses to Sign-Staff Signature / Date

***DIRECTIONS FROM JOHNSTOWN
TO
FCI LORETTO***

- Take US-219 North for approximately 15 miles.
- Merge on William Penn Highway/US-22 East towards Ebensburg, Proceed on Route 22 East for 5 miles.
- Take the PA-164 exit toward Munster/Portage
- At the stop sign, turn left and go 1/8 mile to the stop light
- At the stop light, turn right and go approximately 3 miles. Mount Aloysius College will be on your right
- Take the first left immediately after you pass the college (St. Joseph Street). The Dollar General Store will be on the corner of St. Joseph Street and Admiral Peary Highway.
- Go 3 miles and FCI Loretto will be on the left.

NOTE: When using Mapquest, insert 772 Saint Joseph Street, Loretto, Pennsylvania, 15940 as the final destination.

***DIRECTIONS FROM ALTOONA
TO
FCI LORETTO***

- From I-99 South/us220, merge onto US-22 West / William Penn Highway via Exit 28 toward Ebensburg / Hollidaysburg.
- Stay on US 22 West for approximately 9 miles
- Take the exit toward Cresson/Summit. At the end of the exit ramp, turn right on Admiral Peary Highway and proceed 1.5 miles through the town of Cresson.
- Take the first right immediately after the Dollar General Store (St. Joseph Street)
- Proceed 3 miles and FCI Loretto will be on the left.

NOTE: When using Mapquest, insert 772 Saint Joseph Street, Loretto, Pennsylvania, 15940 as the final destination.

